Springboard CMA User Manual

Version 1.1 April 1, 2009

Contents

Springboard CMA User Manual 1

Version 1.1 April 1, 2009 1

Contents 2

Introduction 4

Logging in 4

Logging out 4

The Home Screen 5

Navigating around the CMA 6

Browsing a content type 6

Viewing a content item 6

Actions that can be performed from a content list 6

Changing the status of a content item 6

Searching the entire content store 7

Switching to another website CMA 7

Creating or Editing Content 7

Common Fields 8

Occasional fields 9

Rich Text Editor 9

Important functions 10

Creating an Editable Page 11

Add a Piece of Associated Content 12

If the content that you are associating does not yet exist 12

If the content that you are associating ALREADY exists 13

Add a Tag 14

Commonly pre-created blocks 14

Managing Categories 14

Adding a new category 14

Changes 15

Version 1.1 15

Introduction

Springboard is a web development framework, created and maintained by the WPS Chichester team.

The **Springboard** CMA is a powerful online tool that allows you to manage most, if not all, of the content on a **Springboard** based website.

The CMA is customised to the requirements of each website and even to the needs of each individual user.

Logging in

To use the Springboard CMA you will need a web browser and an internet connection.

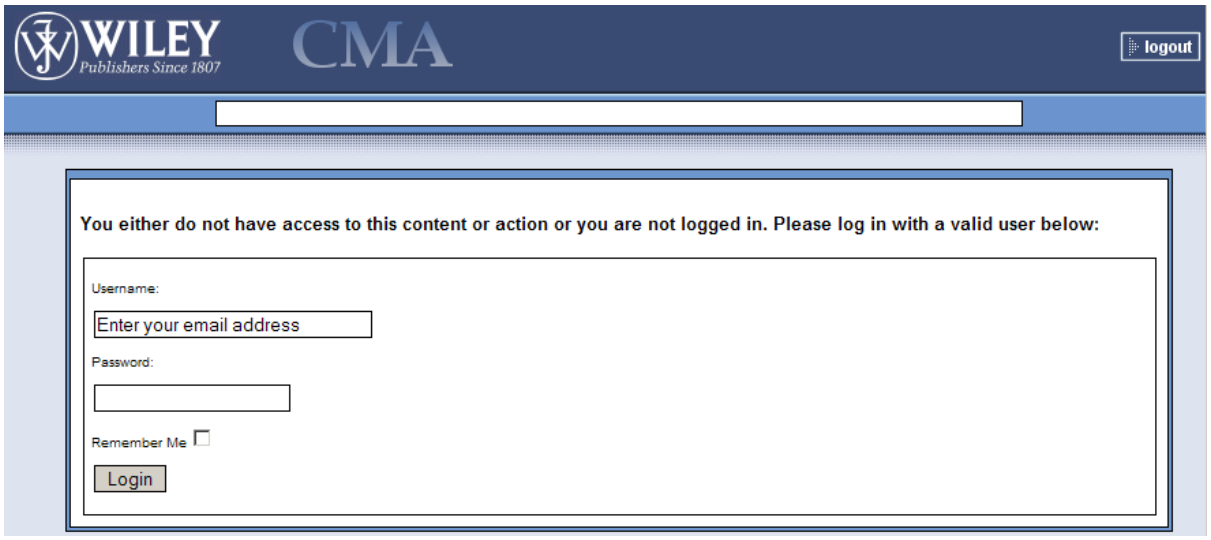
Browsers supported are:

Windows	Mac OS
Internet Explorer v6.0 and above	Safari v2.0 and above
Firefox v2.0 and above	Firefox v2.0 and above

To log into the CMA visit:

http://springboard.wiley.com

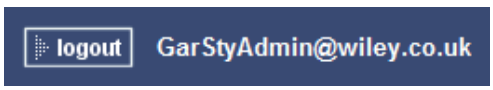
Your website administrator will supply you with a username and password.


WILEY
Publishers Since 1807
CMA
logout
You either do not have access to this content or action or you are not logged in. Please log in with a valid user below:
Username:
Enter your email address
Password:
Remember Me
Login

If you want the browser to remember your details for the next time you return, click the 'Remember me' box.

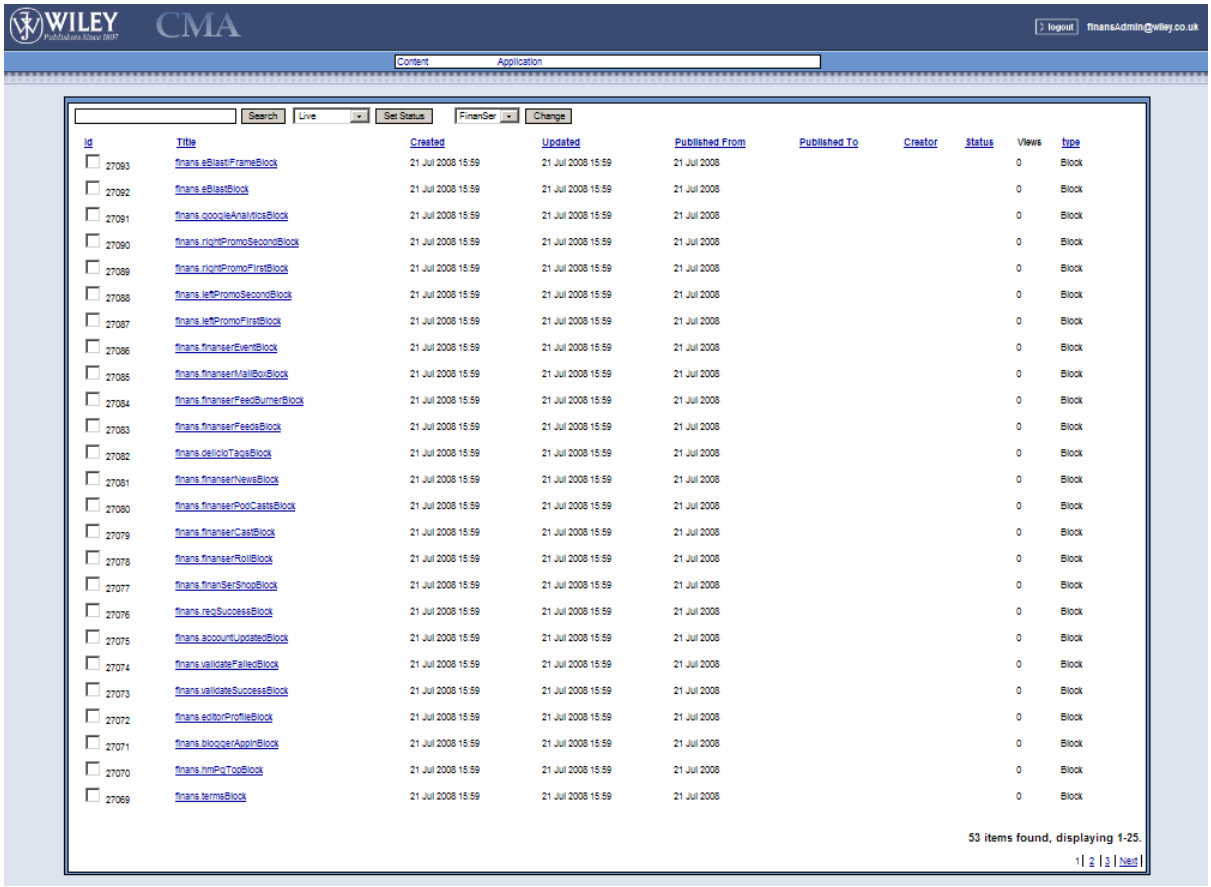
Logging out

To logout of the CMA click the 'logout' button at the top right of the page.



The Home Screen

Once logged in, the first screen you will see lists all the content that you have the right to view or edit. This content is listed in order of creation date and can span several content types e.g. articles, promotional areas, website users, tags.

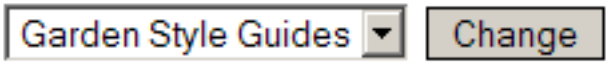

WILEY
CMA
logout
finansAdmin@wiley.co.uk
Content
Application
Search
Live
Set Status
FinanSer
Change
Id
Title
Created
Updated
Published From
Published To
Creator
Status
Views
type
27093 finans.eBlastFrameBlock 21 Jul 2008 15:59 21 Jul 2008 15:59 21 Jul 2008 0 Block
27092 finans.eBlastBlock 21 Jul 2008 15:59 21 Jul 2008 15:59 21 Jul 2008 0 Block
27091 finans.googleAnalyticsBlock 21 Jul 2008 15:59 21 Jul 2008 15:59 21 Jul 2008 0 Block
27090 finans.rightPromoSecondBlock 21 Jul 2008 15:59 21 Jul 2008 15:59 21 Jul 2008 0 Block
27089 finans.rightPromoFirstBlock 21 Jul 2008 15:59 21 Jul 2008 15:59 21 Jul 2008 0 Block
27088 finans.leftPromoSecondBlock 21 Jul 2008 15:59 21 Jul 2008 15:59 21 Jul 2008 0 Block
27087 finans.leftPromoFirstBlock 21 Jul 2008 15:59 21 Jul 2008 15:59 21 Jul 2008 0 Block
27086 finans.finanserEventBlock 21 Jul 2008 15:59 21 Jul 2008 15:59 21 Jul 2008 0 Block
27085 finans.finanserMailBoxBlock 21 Jul 2008 15:59 21 Jul 2008 15:59 21 Jul 2008 0 Block
27084 finans.finanserFeedBurnerBlock 21 Jul 2008 15:59 21 Jul 2008 15:59 21 Jul 2008 0 Block
27083 finans.finanserFeedsBlock 21 Jul 2008 15:59 21 Jul 2008 15:59 21 Jul 2008 0 Block
27082 finans.delicioTagsBlock 21 Jul 2008 15:59 21 Jul 2008 15:59 21 Jul 2008 0 Block
27081 finans.finanserNewsBlock 21 Jul 2008 15:59 21 Jul 2008 15:59 21 Jul 2008 0 Block
27080 finans.finanserPodCastsBlock 21 Jul 2008 15:59 21 Jul 2008 15:59 21 Jul 2008 0 Block
27079 finans.finanserCastBlock 21 Jul 2008 15:59 21 Jul 2008 15:59 21 Jul 2008 0 Block
27078 finans.finanserRollBlock 21 Jul 2008 15:59 21 Jul 2008 15:59 21 Jul 2008 0 Block
27077 finans.finanSerShopBlock 21 Jul 2008 15:59 21 Jul 2008 15:59 21 Jul 2008 0 Block
27076 finans.regSuccessBlock 21 Jul 2008 15:59 21 Jul 2008 15:59 21 Jul 2008 0 Block
27075 finans.accountUpdatedBlock 21 Jul 2008 15:59 21 Jul 2008 15:59 21 Jul 2008 0 Block
27074 finans.validateFailedBlock 21 Jul 2008 15:59 21 Jul 2008 15:59 21 Jul 2008 0 Block
27073 finans.validateSuccessBlock 21 Jul 2008 15:59 21 Jul 2008 15:59 21 Jul 2008 0 Block
27072 finans.editorProfileBlock 21 Jul 2008 15:59 21 Jul 2008 15:59 21 Jul 2008 0 Block
27071 finans.bloggerAppInBlock 21 Jul 2008 15:59 21 Jul 2008 15:59 21 Jul 2008 0 Block
27070 finans.hmPgTopBlock 21 Jul 2008 15:59 21 Jul 2008 15:59 21 Jul 2008 0 Block
27069 finans.termsBlock 21 Jul 2008 15:59 21 Jul 2008 15:59 21 Jul 2008 0 Block
53 items found, displaying 1-25.
1 | 2 | 3 | Next

You can sort the content list by clicking on any of the column headings (with the exception of view count).

Columns displayed are:

- ID
- Title
- Created date
- Updated date
- Published from date
- Published to date
- Creator
- Status
- Views
- Type

If your profile allows you access to the content of more than one website, you can switch to view that content using the dropdown menu on the top right of the screen.



Navigating around the CMA

You can navigate around the CMA using the menus at the top of the screen.

You will only see links to content that you have permission to view or edit.

Different websites have different types of content so the exact makeup of the navigation will vary from CMA to CMA.

Content types are sorted into groups. The groups are displayed across the menu. Moving the cursor over the group name will display a list of content types within that group and links to tools to manipulate that content.

The user has the option to **browse** each content type, or **add** a new item in each content type.

Browsing a content type

This option lists all the content within a particular content type.

If there are more than 20 items of content in the content type then you can page through the content in groups of 20 using the page trail at the bottom of the page.

Viewing a content item

To view a content item click on the content item title.

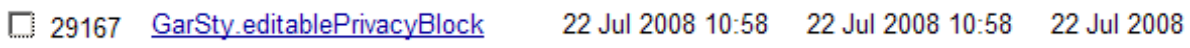
The content item will load and can be viewed or edited (see Creating or Editing Content).

Actions that can be performed from a content list

- Change the status of a content item to:
  - Live
  - Scheduled
  - Unapproved
  - Expired
  - Deleted
  - Preview
- Searching the entire content store
- Switching to another website CMA

Changing the status of a content item

1. Select the item or items you wish to change the status of, by ticking the checkbox to the left of the article.

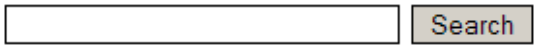


2. Use the select box at the top of the content list to choose the status you require.

3. Click 'Set status'

Searching the entire content store

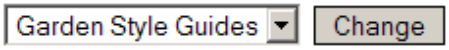
1. Enter your search term into the search box at the top of the content list.



2. Click 'Search'

Switching to another website CMA

1. Choose the website CMA you want to switch to using the dropdown list at the top of the content list.

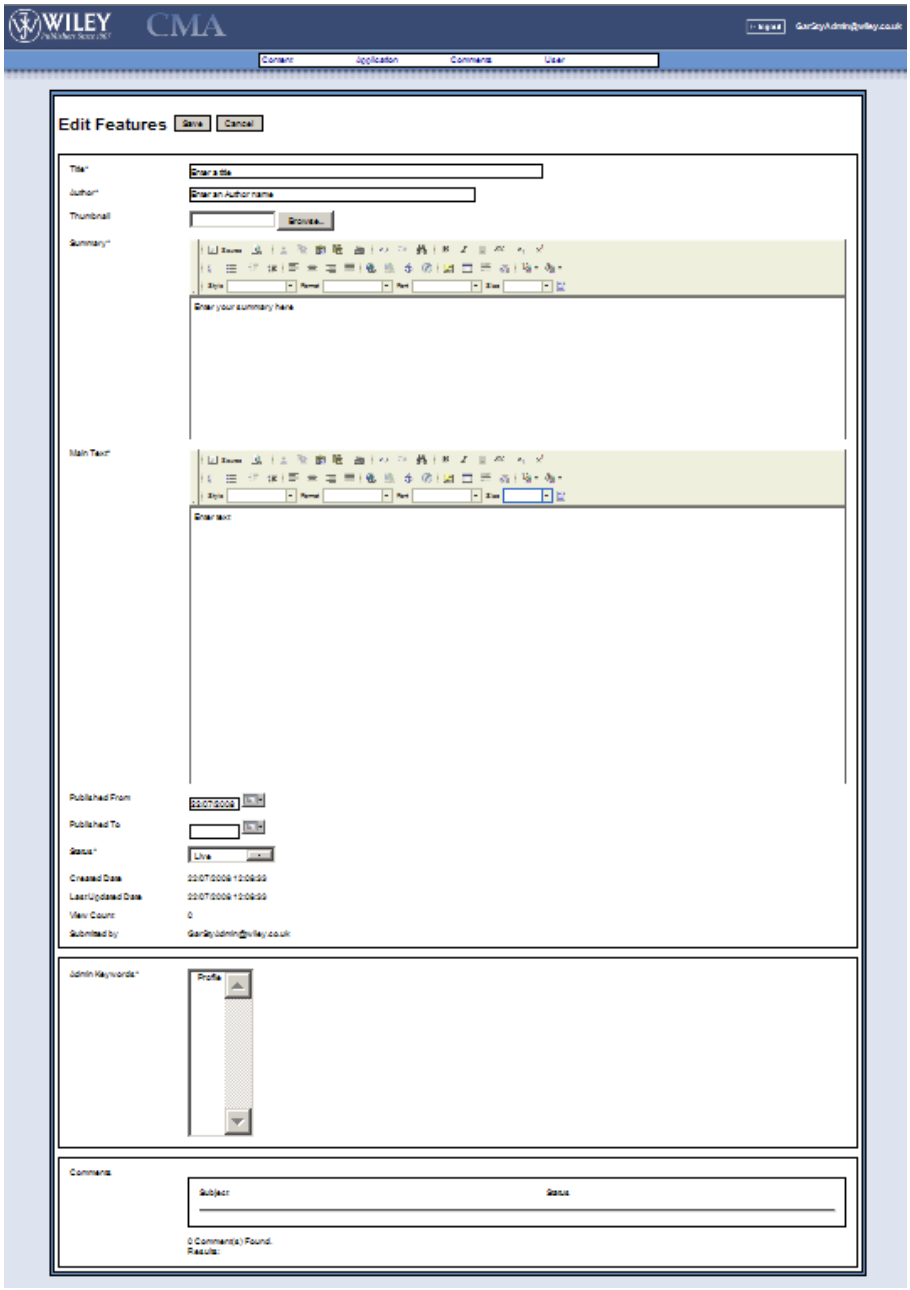


2. Click 'Change'

3. The CMA will update to reflect content on the website you have switched to, and will only display content controls to which you have access for that website.

Creating or Editing Content

You create or edit content in a similar way through a content view page.



The exact make up of the page depends on the type of content you are creating or editing.

The example above is for a standard article.

Some of the fields in each type of content are mandatory and some are optional.

Common Fields

Title

This is the 'headline' of the content item.

Author

This is the name of the person who is attributed as writing the content.

Thumbnail

An image that is associated with the summary version of the content. This will be potentially be used on content lists on the website or in search results.

Summary

This is the content that is used in summary versions of the content. As with the thumbnail, this will potentially be used on content lists on the website or in search results.

This field uses the Rich Text Editor (see Rich Text Editor).

Main text

This is the content of the article.

This field uses the Rich Text Editor (see Rich Text Editor).

Publish from / to

The date that the content should be published and the date (if required) that it should be removed.

Status

This is the status of the content item. Options are:

- Live
- Scheduled
- Unapproved
- Expired
- Deleted
- Preview

Occasional fields

Admin keywords

These options can be used to assign content into specific parts of the website (depending on the website) e.g. an editor's pick.

Comments

If a website allows users to comment on articles, those comments will appear here.

Keywords

If a website allows administrators, or users, to tag articles, those keywords will appear here.

Rich Text Editor

The Rich Text Editor allows you to create formatted content in much the same way as you would with a Word processor like MS Word. Many of the functions will be familiar from using word processors, but others are specific to a web based application like the **Springboard** CMA.

Detailed instructions are available online on the FCKeditor website - http://docs.fckeditor.net/FCKeditor_2.x/Users_Guide

Important functions

Source

This shows you the HTML source code of the piece of content you are editing.

Unless you are very confident with HTML you should not edit this code, but in some cases, such as embedding content from an external source such as YouTube, it is the easiest place to carry out the change.

Insert / Edit Image

This function allows you to place an image within the page.

Clicking on the 'Insert / Edit Image' button launches a popup window where the image location can be entered.

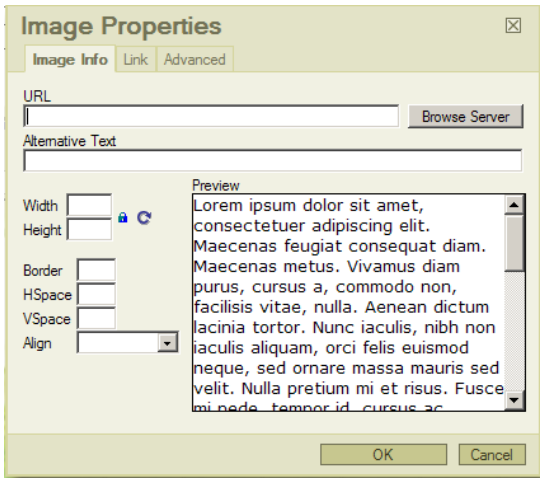


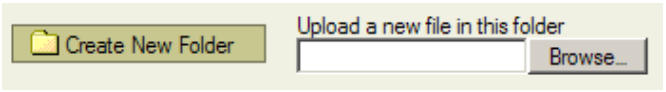
Image Properties
Image Info
Link
Advanced
URL
Browse Server
Alternative Text
Preview
Width
Height
Border
HSpace
VSpace
Align
Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas feugiat consequat diam. Maecenas metus. Vivamus diam purus, cursus a, commodo non, facilisis vitae, nulla. Aenean dictum lacinia tortor. Nunc iaculis, nibh non iaculis aliquam, orci felis euismod neque, sed ornare massa mauris sed velit. Nulla pretium mi et risus. Fusce
OK
Cancel

The image must be hosted on the website server.

To locate the image click 'Browse server'.

A list of all images currently uploaded will be displayed.

If the image has not yet been uploaded to the server you can do so by browsing for the file using the file browser at the bottom of the popup.



Create a link

You can link to:

- An external web page i.e. on a different website
- An internal web page i.e. within the site you are editing
- A file that you upload to the webserver e.g. a Word document or PDF

To create the link first create the linking text e.g. click here. For search engine purposes it is best if this text is descriptive such as 'for more information about x click here'. It is not usual to just reproduce the URL as the linking text, particularly if the URL is long as it may cause formatting problems.

Highlight the text that you want to turn into a link and click on the link icon.

If the link is external, type the address into the URL box.

If the link is internal, type the address into the URL box, starting with a /

If you want to upload and link to a file, click 'Browse server'. The file uploading system works as for images above.

Creating an Editable Page

The editable page function allows you to create standalone pages that do not fit into one of the standard content types. You might use this to create a promotional page for example.

An editable page consists of a page URL record and an editable block. The editable block contains the content.

To create a new editable page the process is as follows:

1) Click 'Add Page URL record'
2) Enter a title for your page – this will appear in the title bar of the browser, so it should be editorially correct and descriptive. **It may contain spaces**.
3) Create an 'identifier' for your page. This will become the name of the HTML file, so it's important that it is descriptive. **You must not use space, or non-alphanumeric characters**.
4) Select the correct template for your page – usually there will be only one option.
5) Click Save.
6) Click on the name of your new page which should be at the top of the content list.
7) Click 'Create new block'

8) Enter a title for your block e.g. ‘Test Page Block’. The identifier for your block will already have been created based on the page identifier.

9) Click on the name of your **new page** which should be at the top of the content list.

10) In the appropriate dropdown, check that the name of your new block is displayed.

11) Click ‘Save’

12) Your page is now ready and is accessible at:

    [URL] /view/0/[pageidentifier].html

    If your site is using the directory shortcut feature then it will also be available at:

    [URL]/ pageidentifier

Remember that you still have to add the content into the block!

Add a Piece of Associated Content

If enabled on your site it is possible to associate pieces of content together so that they can be interlinked in the user interface.

Common uses for this might be:

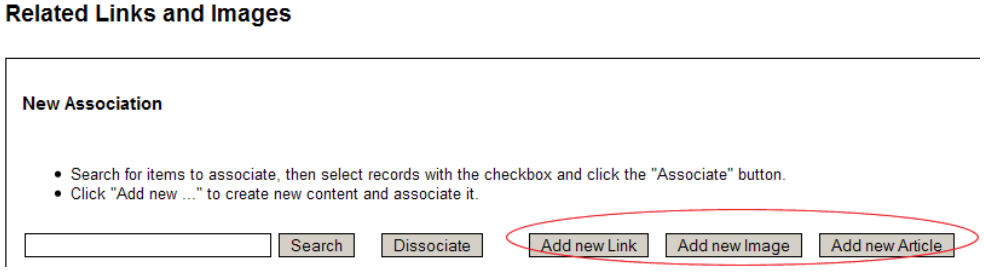
- Associating related articles
- Associating an image
- Associating an external link

The controls for creating and associating content will not appear until you have first saved your primary content.

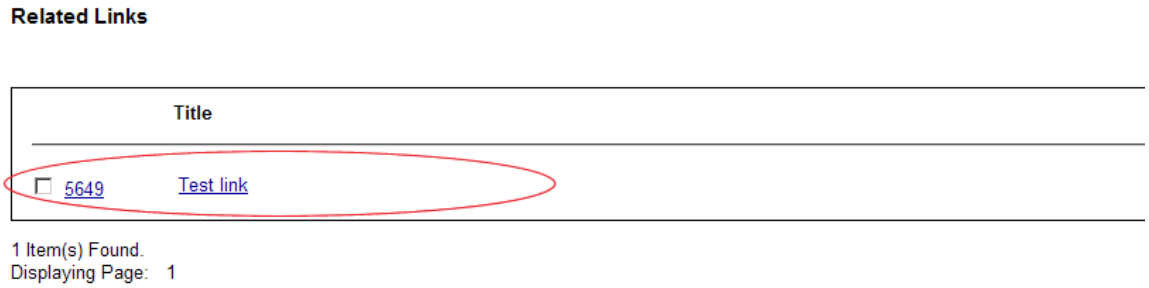
Then follow this process:

If the content that you are associating does not yet exist

1) Click on the appropriate ‘Add’ link within the Related Items section.

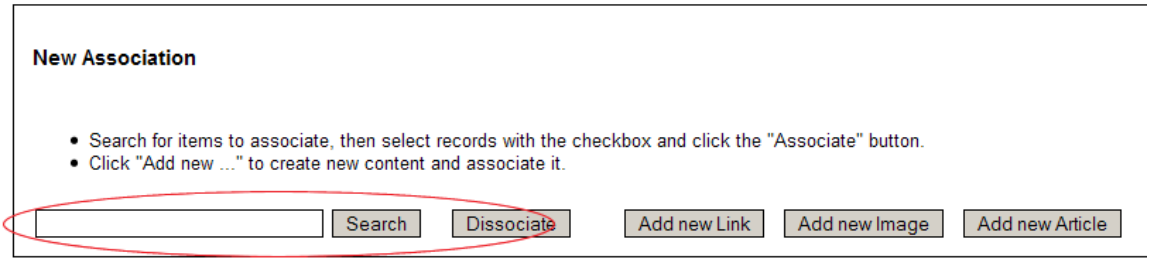

Related Links and Images
New Association
Search for items to associate, then select records with the checkbox and click the "Associate" button.
Click "Add new ..." to create new content and associate it.
Search
Dissociate
Add new Link
Add new Image
Add new Article

2) On saving the new content the association will automatically be created and will be visible in the relevant panel below.



If the content that you are associating ALREADY exists

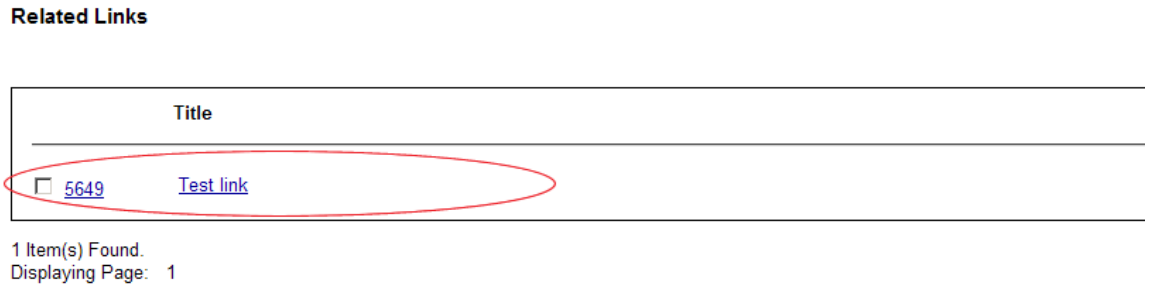
1) Search for the item title in the search box


New Association
Search for items to associate, then select records with the checkbox and click the "Associate" button.
Click "Add new ..." to create new content and associate it.
Search
Dissociate
Add new Link
Add new Image
Add new Article

2) Content that matches the search is displayed below the search box

3) Tick the checkboxes for the content that you wish to associate and click the 'Associate button'

4) The association(s) will be created and displayed in the appropriate panel.



Add a Tag

Commonly pre-created blocks

Depending on your site, you may find that some editable blocks have been created for you in advance.

Menu

The most common pre-created block is the menu.

The menu is made up of a group of HTML list items (<li>) for accessibility reasons.

Although you can edit it within the RTE, it is safer to get your hands dirty with the HTML, as there are often lists within lists.

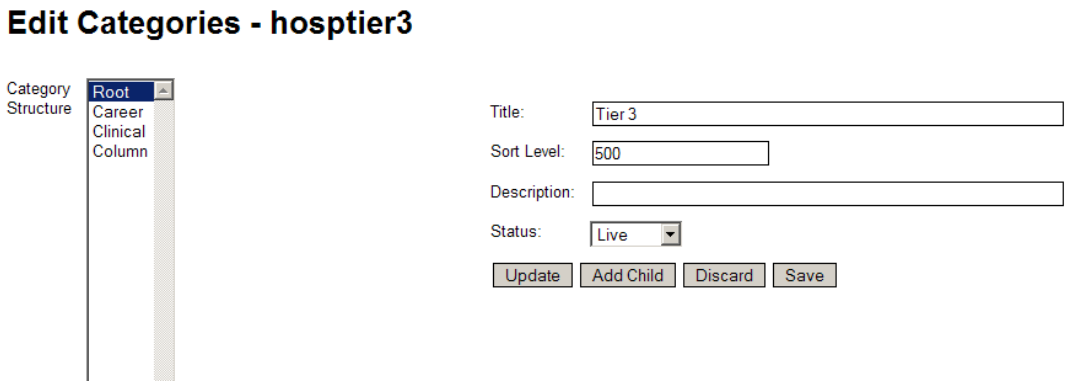
1) Find the appropriate editable block.
2) Click on the 'Source' button in the RTE
3) Copy one of the list item lines from the block of menu items that you wish to add to e.g.
    a. CPD
4) Paste into the appropriate place and amend the link.
5) If the link is internal then you must keep the ="${_contextUrl}/. Do not be tempted to write in the URL of the site as this will protect the menu from a URL change.

Managing Categories

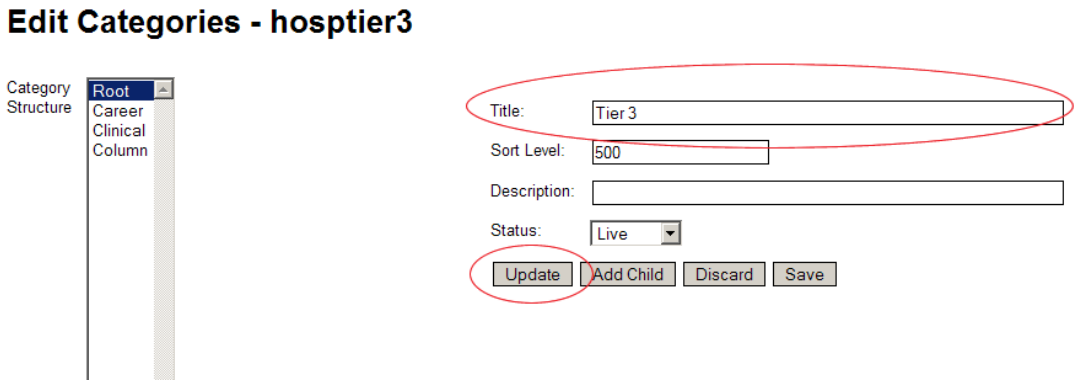
You may have the facility to manage the category structure within your site. How this category structure is used will vary from site to site.

Adding a new category

1) Highlight the **parent** category to which you need to apply a new **child** category. In the example below the new category will be added as a child of **root.**



2) Add the category title into the **Title** field and a description if required and click **Update**.



3) Repeat until all the new categories have been added.

4) Click **Save** to add your new categories to the web site, or **Discard** to drop the change made since the last save.

Changes

Version 1.1

New editable page creation instructions based on new, more intuitive, process.

Instructions for creating associations added.

Manage categories instructions added.